

Creekside Christian Church

Covid-19 Staff Plan Update

March 20, 2020

3/20/2020 12:56 PM

COVID-19 MINISTRY GOAL

To help people stay on the Discipleship Pathway by becoming a source of compassionate care and encouragement for the Creekside family and their friends, helping them to stay connected to Jesus and one another as they battle fear and anxiety and other predicaments associated with this unprecedented crisis.

MINISTRY REALITIES

- God is building His church – God’s plans cannot be thwarted (see Job 42:1; Matt. 16:17-18)
- We are hoping for a shorter time frame, but now working as though all on-campus ministry gatherings and programming will be suspended until at least May 9.
- All other physical on-campus and off-campus gatherings must cease and ministry moved to online formats
- Effective immediately, the Creekside Christian Church office is closed, except for daily deliveries. Only those employees performing essential duties will be permitted on campus
- Incoming phone calls will be monitored between 9AM & 4PM Monday-Friday and will be directed appropriately
- A Pastor of the Day (POD) will be assigned and expected to be easily reachable M-F between 9AM & 4PM to talk with and counsel people as is feasible. Calls after 4 and over the weekend will be directed to the emergency line and handled through the Deacon on Watch (DOW) ministry.

ESSENTIAL DUTIES SKELETON CREW COMPOSITION

- One Executive Team Member
- One Security/Facilities Person
- A Logistics Manager
- An IT Manager
- A Finance Manager

Creekside Christian Church

Covid-19 Staff Plan Update

March 20, 2020

3/20/2020 12:56 PM

SPENDING AND TIME SHEETS

- Non-essential spending will be frozen through May 9 (contact Kim Shepherd).
- Pastoral staff-spending to meet new needs and provide compassionate care for Creeksiders will be considered essential.
- New reimbursement requests for essential ministry spending may be submitted by scanning or sending a picture of the receipt and a completed reimbursement form to Kim Shepherd (kim.s@creeksideeg.com).
- At this time, payroll will continue based on the individual's present wage and benefit schedule.
- A "Remote Work Tracking Log" must be submitted weekly, no later than Sunday to your supervisor and Bill Maxon via email.
- Staff Forms will be available on the Staff Page of our Creekside website by entering the following URL directly into your browser: <http://www.creeksideeg.com/StaffResources>

GUIDELINES FOR WORKING REMOTELY

- Follow instructions from your Supervisor.
- Default to video (Zoom, Skype via face to face) whenever possible.
- Never handle conflict over email or written communication.
- Choose trust over doubt.
- Check your voicemail and email at church regularly.
- Financial questions should be directed to Kim.S@creeksideeg.com. She will stay on top of it.

Communication Hierarchy

- **Phone Calls mean** – "I need an immediate response"
- **Texts mean** – "Please respond in the next several hours" or as indicated in the text
- **Emails mean** – "Get to me in the next few days"

General Rule: Attempt to honor evening home boundaries outside of normal 9-5 office hours.